



NOW HIRING

Part-time Clerical Position Department of Public Works

ABOUT THE POSITION

Clark County is currently accepting applications for a part-time Clerical Assistant position in the Public Works department. The position will provide support with the Director's Office and be responsible for answering phones, drafting correspondence, data entry, filing, and other similar duties.

Salary: \$14.00 Hourly

Schedule: 20 hours/week - Mon - Thurs, between hours of 7:30 AM to 5:30 PM

Location: Clark County Government Center, 500 S Grand Central Pky, 89106

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school and six (6) months full-time general clerical or related experience. Experience using Microsoft Outlook, Word and Excel are preferred.

Background Investigation: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS

Applications can be downloaded at: https://www.clarkcountynv.gov/government/departments/public_works_department

Please email your completed application to tammit@clarkcountynv.gov by **March 9, 2022 at 5:00 PM**. Interviews will be held the week of March 14th.